

SHERIFF'S MEDICAL SERVICES ADMINISTRATOR
(Unclassified Management)

DEFINITION:

Under administrative direction, to plan, direct, organize and evaluate the activities of the Sheriff's medical services program providing medical and nursing care and services for inmates in Sheriff's detention facilities; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

Sheriff's Medical Services Administrator is an unclassified management class allocated only to the Sheriff's Department, Detention Services Bureau. Under the direction of an Assistant Sheriff, this class is responsible for recommending, formulating, and implementing policies that provide comprehensive, integrated, and cost-effective health services to inmates in Sheriff's detention facilities.

EXAMPLES OF DUTIES:

Formulates and implements policy and procedures relating to all aspects of health care and services provided to inmates in Sheriff's detention facilities; ensures that comprehensive, timely, and integrated services are provided in the most efficient and cost-effective manner; provides direction to all county and contracted professional, technical, and support staff to ensure compliance with State Law (Title XV and XXII), court orders, county ordinances and administrative policies; tours detention facilities; reviews, investigates, analyzes, and recommends policies, procedures, services, and other changes to minimize complaints and claims of inadequate medical care against the County by persons in custody; facilitates integrated and comprehensive medical services in conjunction with medical records, dietary, laundry, and housekeeping operations; negotiates and finalizes program/service contracts; selects and negotiates for physician services; monitors, records, and evaluates the performance of contractors; controls funds allocated for services rendered by external hospitals, including monitoring patient in-hospital stays from length and service appropriateness/necessity; reviews and authorizes payment of hospital charges, contract services, and other program costs; performs long-range program planning; represents the Sheriff and County at meetings, conferences and workshops with other public and private agencies, organizations and councils; analyzes and interprets proposed legislation and makes recommendations for adoption or amendment; may assist in the development of State program regulations; prepares and makes executive presentations to elected officials, policy boards, courts and others; directs the preparation of medical reports, procedures, and records; and supervises program staff.

MINIMUM QUALIFICATIONS:

Thorough Knowledge of:

- The General Management System in principle and in practice.
- Federal, State and local health laws, regulations and codes related to health programs and services provided to in-custody persons in detention facilities.
- Medical services planning, evaluation, and assessment.
- Hospital administration principles.
- Quality assurance system design and implementation related to medical and nursing care activities.

- Contract negotiation and management.
- Principles and practices of supervision and training.

General Knowledge of:

- General medical laws, rules, and regulations of the State of California.
- Dietary, institutional housekeeping, and laundry services.
- Medical record-keeping and inventory procedures.
- Principles and practices of budget and contract preparation, monitoring, and administration.
- California Law Title XV, XXII, or inspections per Joint Commission of Accreditation of Hospital Organizations (JCAHO)

Skills and Abilities to:

- Plan, organize, direct, and evaluate the overall activities of a large medical services program provided at multiple, 24-hour, Sheriff's detention facilities.
- Design and deliver integrated, high-quality, cost-effective medical services to persons in-custody.
- Coordinate and facilitate multi-program services within the department to ensure that medical program and related support activities conform with Federal, State and local laws and regulations.
- Implement quality assurance programs to maintain patient care standards.
- Identify and resolve operational problems.
- Provide policy direction and guidance to medical, nursing, and administrative staff.
- Prepare, monitor, and administer a complex program budget.
- Prepare executive-level correspondence and reports.
- Prepare and give public presentations and/or testimony on program activities, functions, and issues.
- Establish and maintain effective working and diplomatic relations with those contacted during the course of work.

EDUCATION/EXPERIENCE:

Education, training, and/or experience, which clearly demonstrate possession of the knowledge and skills stated above. An example of such education/experience is: Possession of a bachelor's degree in public or business administration or a related field, AND, five (5) years of administrative experience managing, planning, and monitoring health care service activities and programs in an institutional setting. Such experience must have included responsibility for budget administration, contract negotiation, and coordination of medical staff and related patient support services. A master's degree in Hospital Administration and/or Certified Correctional Health Professional (CCHP) certification is highly desirable.

SPECIAL NOTES, LICENSES, OR REQUIREMENTS:

License:

A valid California Class C driver's license is required at time of appointment or the ability to arrange transportation for field travel. Employees in this class may be required to use their personal vehicle.

Certification:

Certified Correctional Health Professional (CCHP) certification is highly desirable.

